

- If you are enrolling in Plan 3 for the first time or, if you are returning to Plan 3 employment with a new employer, complete Sections 1, 2, and 3.
- If you are transferring from Plan 2 to Plan 3, complete Sections 1, 2, 3, and 4. Your employer completes Section 5.
- To obtain more detailed information about the two available investment programs consult the *Plan 3 Investment Guide*. Investment guides are available from your employer or through ICMA-RC by calling 1-888-711-8773.

#### Section 4: Request for Transfer to Plan 3 - To Be Completed by Member

I understand that my transfer to Plan 3 is irrevocable. I request that I be transferred from Plan 2 to Plan 3.



Please sign and date this form on the day that you **submit it to your employer**.

\_\_\_\_\_  
Employee Signature

M	M	D	D	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date

#### Section 5: To Be Completed by Employer

Print or type employer name and mailing address below:

--	--	--	--	--	--

Reporting Group

**Employers:** Please mail the original of this document to DRS only if a Plan transfer has been requested.

**Return completed form to your employer.**

26 U.S.C. Sections 6047(D), 6041(A), and 6109(A)(3) authorize DRS to solicit your Social Security Number.

- DRS uses your Social Security Number to ensure that any amounts disbursed under your account are properly reported to the Internal Revenue Service and as a reference number for tracking all data with regard to your retirement account.
- Routinely, DRS uses the Social Security Number as the identifying number for the member file.
- If you do not provide your Social Security Number, DRS cannot guarantee that the information you are providing on this form will be properly matched with your member records. This is a particular risk if your name is a fairly common one. Failure to provide your Social Security Number may also result in misreporting to the Internal Revenue Service any disbursements you receive, which may result in adverse tax consequences for you.
- Because this form affects how DRS reports your disbursements to the IRS, the disclosure of your Social Security Number to DRS is mandatory.
- DRS will not disclose your Social Security Number to any party unless required by law.